



ST CHARLES PARISH
Department of Planning and Zoning

P.O. Box 302/14996 River Road • Hahnville, Louisiana 70057
(985) 783-5060 • (985) 783-5000 • Fax (985) 783-6447

PERMIT APPLICATION
SINGLE FAMILY RESIDENTIAL STRUCTURE

REV(3) 4/2013

PERMIT # _____	DATE REQUESTED _____
RECIEPT # _____	COUNCIL DISTRICT _____ ZONING DISTRICT _____
FLOOD ZONE _____	BFE _____ ABFE _____
SEWER PERMIT#: _____	WATER PERMIT#: _____
PROPERTY ID#: _____	CULVERT PERMIT#: _____
(OFFICE SECTION)	

CONSTRUCTION ADDRESS: _____

APPLICANT: _____ PHONE #: _____

MAILING ADDRESS: _____ E-MAIL _____

PROPERTY OWNER(S): _____ PHONE #: _____

MAILING ADDRESS: _____ E-MAIL _____

CONTRACTOR: _____ LIC. # _____ PHONE # _____

MAILING ADDRESS: _____ E-MAIL _____

ELEC. SUB-CON: _____ LIC. # _____ PLUMBING SUB-CON: _____ LIC. # _____

HVAC SUB-CON: _____ LIC. # _____ (license req. for projects exceeding \$10,000. This includes material & labor)

SUBDIVISION : _____ LOT #: _____ SQUARE/BLOCK #: _____

PROPERTY AREA (SQ FT.): _____ CORNER LOT? _____ YES _____ NO # PARKING REQ **2**

LIVING AREA: _____ ACCESSORY AREA: _____ TOTAL AREA: _____

ESTIMATED VALUE OF STRUCTURE: _____

ANY OTHER STRUCTURES ON PREMISES? _____

IF YES, ARE THEY TO BE DEMOLISHED PRIOR TO CONSTRUCTION? _____

COMMENTS _____

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Application signed and dated by current owner.
- _____ 2. Copy of the deed to the property. (Act of Sale)
- _____ 3. Survey and grade certificate of property signed and dated by a licensed land surveyor.
- _____ 4. One complete set of construction plans including site plan indicating all building dimensions, building setbacks, proposed water drainage patterns, parking spaces (2 required), driveway and sidewalks (**11"x17" preferred**)
- _____ 5. Manual J with duct layout.
- _____ 6. Copy of sewer permit and/or Health Certificate. (Sewer Dept.) 985- 783-5100 (Health) 985-764-4376
- _____ 7. Copy of culvert permit, if required. (Public Works) 985-783-5102 or DOTD (504-437-3100) for state highways
- _____ 8. Contract from a Portable Sanitary Facility Vendor.
- _____ 9. Proposed structures located within 1500 feet of the base of the levee must have approval letter from the Levee Board (E.B. call 225-869-9721, W.B call 225-265-7545)
- _____ 10. All plans must contain a statement that indicates the wind speed that the structure has been designed for and must also indicate what code was used for the design criteria as per IRC (International Residential Code) Chapter 3 R301.2.1.1 Design Criteria.
- _____ 11. Permit, plan review, and inspection fee paid in full as per schedule provided. Checks/Money Orders only.

BASIC CONSTRUCTION PROCEDURE

- Complete application with all required documentation must be submitted and fees paid for by check or money order.
- The application and building plans will be sent to the Building Official for review and approval according to the International Residential Code (as amended).
- Planning Department will contact the applicant when the permit is approved.
- The applicant shall sign the permit construction placard which will be issued by P&Z with a copy of the approved Construction Plan Review, notations and Construction Inspection Board.
- After obtaining permit, the Applicant shall post the Construction Inspection Board on the property. The board can be posted on the Temporary Power Pole.
- The Temp Pole must be inspected and approved prior to energy being released. Call South Central Planning and Development Commission (SCPDC) at 985-655-1070 for inspections.
- Applicant can proceed with construction of the foundation/forms and submit a FORMS SURVEY with the ELEVATION GRADE CERTIFICATE to the Planning Dept. for approval of setbacks and form(s) elevation.
- Then call SCPDC at 985-655-1070 for the pre-pour inspection and subsequent required code inspections.
- Final Elevation Certificate or Grade Certificate must be submitted at completion
- Final Inspection for Compliance can be scheduled with SCPDC
- SCPDC issues a CERTIFICATE OF COMPLIANCE (COC)
- After approval of all required documentation a CERTIFICATE OF OCCUPANCY will be issued by the Planning Dept.

PERMIT TYPE	PERMIT FEE	PLAN REVIEW AND INSPECTION FEE
Residential--Single family and two family dwellings	\$400	\$0.36 per square foot of living area
Each Additional Re-inspection		\$60.00

Contractors and homeowners have the option to use a **REGISTERED** third-party provider for building code plan review and inspections with SCPDC pre-approval.

- (a) Fees when Third Party Providers are utilized. Plan Review and Inspection Fees shall apply when Third Party Providers are utilized and a discount may be provided so long as said discount does not exceed 40% of the standard Plan Review and Inspection Fee that would otherwise be charged to the applicant. In the instance that a Third Party Provider is used for plan review only, there shall be no discount. In the instance that the Third Party Provider is used for inspections only, the discount shall be no greater than 30% of the standard permit fee.

Registered Third-Party Provider Information:

Name: _____

Location: _____

Type of Registration: _____

Phone Number: _____

SCPDC approval date: _____

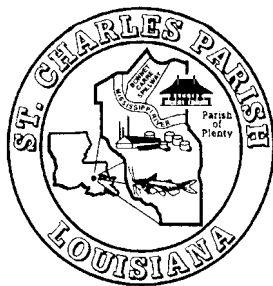
I hereby acknowledge that I have read and understand all of this form.

OWNER SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

PERMIT SECTION SIGNATURE: _____ DATE: _____

FEE AMOUNT PAID (LIST) _____ DATE: _____



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V.J. ST. PIERRE JR.
Parish President

KIM MAROUSEK
Planning Director

FLOOD ELEVATION ACKNOWLEDGEMENT

I (We) the undersigned, do hereby acknowledge that I (we) have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I (We) have been advised of the required minimum elevation of this (these) structures as determined on the Flood Insurance Rate Map (FIRM). I (We) further understand that ALL STRUCTURES, RESIDENTIAL AND NON RESIDENTIAL, MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATERHEATERS, WASHING MACHINES, AND DRYERS, EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.

In cases where an accessory structure (attached or detached) can not comply with the base flood elevation requirement, that portion below must be constructed in accordance with FEMA Technical Bulletins 1-93, 2-93, 3-93. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Preliminary Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I (We) understand that I (We) must provide a forms survey and an elevation BEFORE I pour concrete or proceed with construction of ANY portion of this structure(s). FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE & DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.

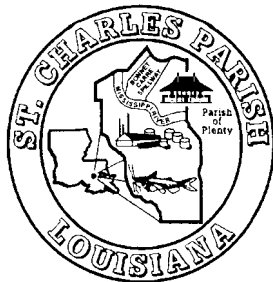
Applicant Name (please print)

Applicant Signature

Date

St. Charles Parish Official

Permit #



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KIM MAROUSEK
Planning Director

Director
St. Charles Parish
Department of Planning and Zoning
P.O. Box 302
Hahnville, LA 70057

Dear Sir:

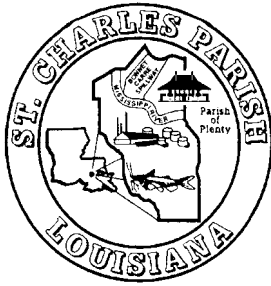
This is to certify that I will be responsible for hauling away the construction debris
at _____, the property of
_____.

I will haul the trash away _____. The trash will be disposed of
at _____.

I agree that I am solely and wholly responsible for compliance with St. Charles Parish ordinance
number 00-1-6 during the construction period at this address as permitted by your department.

Sincerely,

X _____
(Applicant Signature)



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Parking Requirements

Any area where off-street parking is provided (including additional parking areas that are not required by this ordinance) must be surfaced with permanent dustfree paving except for single-family residences in the O-I District which must be surfaced with appropriate materials. (Section VII.,B.,a.,1.)

No parking spaces will be permitted on corner lots within (30) thirty feet of the intersection with said (30) thirty feet to be measured from the property corner along the front and side property lines. (Section VIII.,B.,1.,a.,2.)

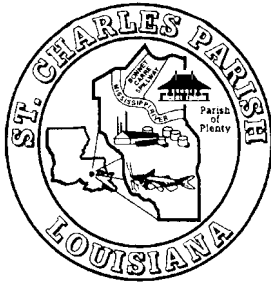
An unenclosed off-street parking space is a paved area of not less than (8) eight feet, (6) six inches in width and (19) nineteen feet in length. (Section VIII.,B.,1.,b.,1.)

Stacked parking may be allowed for residential structures (Section VIII.,B.,1.,b.,6.)

Single-family residences and two-family dwellings are required to have (2) two parking spaces per dwelling. (Section VIII.,C.,2.)

Applicant Signature

Date



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SIDEWALKS

Sidewalks shall be required along each side of all residential subdivision streets within the five-foot sidewalk servitude within the street rights-of-way. **HOWEVER, IN OPEN-SWALE SUBDIVISIONS, NO SIDEWALKS SHALL BE REQUIRED.**

Required sidewalks shall be installed concurrent with the initial development of each lot of record, and shall be the responsibility of the owner-of-record at the time of that initial construction of the permanent residential improvements.

A copy of the sidewalk specifications can be obtained from the Department of Planning and Zoning.

APPLICANT SIGNATURE

DATE